

CITY OF MILPITAS
Effective: Sept. 1999
Revised: 9/03; 6/05
EEOC: Professional
FLSA: Exempt
Unit: Mid-Mgmt/
Confidential
Physical: 1

PERMIT CENTER MANAGER

DEFINITION

Manages Permit Center operations to ensure proper coordination of all applications received; provides timely service to all customers; ensures collection of fees; provides coordination with the building division's plan check staff, the general public, and other departments and divisions. Performs plan examination to insure compliance with technical codes, applicable laws, State regulations, City ordinances, acceptable engineering practices, and nationally recognized standards.

DISTINGUISHING CHARACTERISTICS

This position is responsible for the City's permit operations. The incumbent works under the direction of the Chief Building Official and exercises technical and functional supervision over professional, technical, and clerical staff.

EXAMPLES OF DUTIES – Duties may include, but are not limited to, the following:

- Provide direct oversight for all permit functions including proper coordination of all applications received.
- Ensure that permits for construction and associated fees are processed in a timely fashion and in accordance with established procedures, the uniform codes, state laws, and local ordinances governing land use development.
- Provide timely and proper routing of all submittals.
- Respond to inquiries from staff and the general public including informal building, planning, engineering and fire department issues.
- Provide timely service to all waiting customers and assist them by coordinating issues or conflicts with plan check staff and other departments and divisions.
- Provide ongoing training to assigned staff; ensure uniform application of the appropriate codes, rules, and regulations.

- Coordinate Planning, Engineering, Fire, and Building plan checks.
- Coordinate division activities with other City departments, divisions, and sections and with outside agencies.
- Provide project management for all large projects during the plan check process.
- Coordinate special plan check services such as express plan checks, overtime plan checks, and plan check by appointment.
- Ensure proper input and maintenance of all statistical permit processing data.
- Develop policies and customer service goals for review and approval by the Chief Building Official.
- Respond to questions and concerns of assigned staff and the public.
- Develop resolution policies for interdepartmental plan review areas of conflict and/or overlap.
- Direct and evaluate the work of subordinate staff.
- Prepare and manage the budget for the program.
- Develop an interdepartmental permit tracking and monitoring system.
- Coordinate and participate in preliminary plan review activities with designers and developers.
- Perform plan examinations to insure compliance with technical codes, applicable laws, State regulations, City ordinances, acceptable engineering practices, and nationally recognized standards.
- Perform other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of structural engineering, architectural design, and civil engineering.
- Plan review processes and procedures.

- The Uniform Building, Mechanical, Plumbing and Electrical Codes.
- State regulations and local ordinances.
- Principles of supervision, training, and performance evaluations.
- Project and workload planning and organizational analysis.

Ability to:

- Identify the areas of overlap and conflict of the various codes and departments involved in the review of construction permit applications.
- Read and interpret building plans, specifications, and codes.
- Examine and correct building plans, calculations, and specifications in a rapid, uniform, and accurate manner.
- Check structural calculations necessary to determine the adherence of structural plans to code requirements.
- Maintain records and prepare reports.
- Coordinate the flow of assigned work and follow through in a timely manner.
- Interpret and apply applicable laws, rules, and regulations.
- Supervise, schedule, and coordinate the Permit Center activities.
- Train, supervise, and evaluate assigned personnel.
- Effectively utilize personal computers and computer software, including spreadsheets and special functions.
- Communicate clearly and concisely both orally and in writing.
- Deal tactfully and effectively with those encountered in the course of work.
- Establish and maintain effective working relationships with contractors, developers, architects, City staff and Officials, public agencies, and members of the public for whom providing service on behalf of the City.

Experience and Education

Experience:

Four years of responsible experience as a supervising inspector, supervising plan check engineer, or other management position related to the processing of building permit and plan check applications.

Education:

A Bachelor of Science degree from an accredited college or university with major course work in civil or structural engineering or architecture.

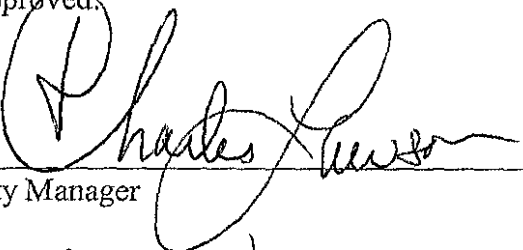
License or Certificate:

- Registration as an architect or a professional civil or structural engineer in the State of California.
- Possession of an I.C.B.O. Plans Examiner Certificate.
- Possession and maintenance of an appropriate, valid California Driver's License is highly desirable.

SPECIAL REQUIREMENTS - Essential duties require the following physical abilities and work environment:

General office environment; sit and/or stand for long periods of time, repetitive keyboarding; reach, squat, lift, and carry up to 15 pounds; able to travel to various locations within and outside the City of Milpitas.

Approved:



City Manager

6-8-05

Date



Human Resources Director